

# Constitution of the McGill Graduate Association of Physics Students

Date of adoption: 28 January 2025

## Article I - Name

### I.1 Corporate Name

The name of the corporation shall be “McGill Graduate Association of Physics Students Inc.” (MGAPS), hereinafter referred to as “the Association”.

The French name of the association shall be “l’Association Étudiante d’Études Supérieures en Physique de McGill Inc.” (AÉÉSPM).

### I.2 Corporate Headquarters

The headquarters of the Association are located at:

Ernest Rutherford Physics Building  
McGill University  
3600 rue University  
Montreal, Quebec  
H3A 2T8

## Article II - Statement of Purpose

The purpose of the Association is:

- i. to corporately represent its members, as defined in *Article III*,
- ii. to defend and promote the interests of its members in all affairs of the Physics Department, the University and all institutions or governments, be they local, provincial or federal,
- iii. to foster cohesion and interaction amongst its members through social events and activities,
- iv. to ensure the physical and mental well-being of its members.

## **Article III - Membership**

All post-graduate students registered full-time or part-time in a Physics program at McGill University, and all post-doctoral researchers associated with the McGill physics department, are regular members of the Association, and are referred to as “the members”. Aside from this stipulation, the Association shall not discriminate in any way deemed unlawful or inappropriate within the PGSS Constitution, McGill University ethics guidelines, or municipal, provincial and federal law.

## **Article IV - The Officers**

A member of the Association can hold several Officer positions, provided the following restrictions are respected:

- i. The President cannot be Vice-President Finance,
- ii. The President cannot be Vice-President Communications,
- iii. The Chief Returning Officer cannot be a member of the Executive (see *Article V*).

### **IV.1 The Officers of the Association**

The officers of the Association shall be:

- i. The President,
- ii. The Vice-President Finance,
- iii. The Vice-President Communications,
- iv. The Vice-President Academic,
- v. The Vice-President Social,
- vi. The Vice-President Professional Development,
- vii. The Chief Returning Officer,
- viii. The Workspace, Safety, and Accessibility Officer,
- ix. The Teaching Assistant Officer,
- x. The Equity, Diversity & Inclusion Officer,
- xi. The Sports Officer,
- xii. The Rutherford Technical, Website, and Computing Officer.

## **IV.2 Duties of the Officers**

The Officers have both common and specific duties. They shall assume all responsibilities assigned to them by the Association's Constitution, Resolutions and Council, as defined in *Article VI*. In particular, they shall:

- i. present a report at all meetings of the Executive, as defined in *Article V*,
- ii. present a report at all meetings of Council,
- iii. submit a written report to the Vice-President Communications to be made available to all members of the Association at least ten (10) days before each General Assembly,
- iv. maintain a detailed portfolio for the incoming Officer.

### **IV.2.a The President**

The President shall assume the following responsibilities:

- i. to preside over all meetings of the Executive and of the members,
- ii. to ensure proper communication amongst Executive members,
- iii. to sit ex-officio on all committees of the Association,
- iv. to oversee the execution of all decisions made by Council,
- v. to fulfill all charges assigned by the Executive during the course of the term,
- vi. to sign, with one of the Vice-Presidents, all documents binding the Association and to be generally responsible for affairs external to the Association,
- vii. in the absence of a Chief Returning Officer, to retain all the duties and responsibilities of that position,
- viii. to have signatory powers for financial and associative matters.

The President can designate one of the Vice-Presidents to temporarily fulfill presidential duties during an absence.

### **IV.2.b The Vice-President Finance**

The Vice-President Finance shall assume the following responsibilities:

- i. to manage and forecast the finances of the Association,
- ii. to coordinate, with the president, the transfer of funds from PGSS to the Association,
- iii. to prepare the budget for each financial year,
- iv. to keep track of financial status all along the financial year,
- v. to maintain an up-to-date ledger on a monthly basis,
- vi. to prepare the financial statement of the corporation within the appropriate time frame,
- vii. to have signatory powers for financial matters.

#### **IV.2.c The Vice-President Communications**

The Vice-President Communications shall assume the following responsibilities:

- i. to take, type and archive the minutes of all meetings of the Executive, Council, and General Assemblies, within ten (10) working days,
- ii. to maintain the membership, officer and representative registers,
- iii. to maintain the Association's Facebook and Instagram pages,
- iv. to have signatory powers for associative matters.

#### **IV.2.d The Vice-President Academic**

The Vice-President Academic shall assume the following responsibilities:

- i. to defend and promote the interests of the members as Students, Researchers and Teaching Assistants at the University level,
- ii. to inform all the members of academic and post-academic possibilities (such as scholarships and employment),
- iii. to organize and promote regular student seminars,
- iv. to act as Grievance Officer and address specific concerns of Graduate Students with regards to their supervisors.

#### **IV.2.e The Vice-President Social**

The Vice-President Social has the following responsibilities:

- i. to provide the students with social activities and organize them,
- ii. to manage and expand the social and recreational assets of the Association,
- iii. to be responsible for preservation of the Student Lounge.

#### **IV.2.e The Vice-President Professional Development**

The Vice-President Professional Development has the following responsibilities:

- i. to be the caretaker and catalyst of initiatives that focus on professional development (skills that lie outside the realm of physics) geared towards physics grads,
- ii. to collaborate with the computing officer on the RTech initiative

#### **IV.2.f The Chief Returning officer**

The Chief Returning Officer shall be responsible for all aspects of the administration of Association elections and referenda, in accordance with the regulations of *Article X*. The Chief Returning Officer shall also act as speaker at General Assemblies.

#### **IV.2.g The Workspace, Safety and Accessibility Officer**

The Workspace, Safety and Accessibility Officer shall ensure the safety and quality of the environment of all members concerning the Rutherford Physics Building and

laboratories therein, and advocate for increased accessibility in these spaces and all other relevant spaces on-campus. The Workspace, Safety and Accessibility Officer shall also sit on the Physics Departments Safety Committee and keep informed of any renovations in the Rutherford Physics Building, advocating for accessibility at all stages of said renovations.

#### **IV.2.h The Teaching Assistant Officer**

The Teaching Assistant Officer shall act as a resource for TAs seeking to build their teaching skill set, work with the department to improve assistanceship allocation and mentorship, and aim to organize activities which bring TAs together fostering the graduate teaching community.

#### **IV.2.i The Equity, Diversity, and Inclusion Officer**

The Equity, Diversity, and Inclusion Officer shall provide a liaison and voice for the Equity, Diversity, and Inclusion (EDI) Committee of the Department of Physics on MGAPS, and vice versa, and in general help MGAPS and the EDI Committee work toward the common goals of an equitable, inclusive, and positive culture in the department.

#### **IV.2.j The Sports Officer**

The Sports Officer shall be responsible for the maintenance and distribution of sports equipment owned by MGAPS. The Sports Officer shall also aid in the organization of intramural sports teams associated with the physics Department.

#### **IV.2.k The Rutherford Technical, Website, and Computing Officer**

The RTech and Computing Officer shall act as a resource for students seeking or initiating computational skill development opportunities (such as workshops, seminars, lecture series, etc...) in the department. The Officer will also maintain the Association's website and archives.

## **Article V - The Executive**

### **V.1 The Executive**

The Executive shall be comprised of the President, the Vice-President Finance, the Vice-President Communications, the Vice-President Academic and the Vice-President Social. The Executive shall be elected annually as per the election guidelines outlined in *Article XI*.

## **V.2 Term of Office**

The Executive shall hold office for the entire financial year following their election, as defined in *Section IX.4*.

# **Article VI - Council**

## **VI.1 Council**

The MGAPS Council shall be the working body of the Association between General Assemblies.

## **VI.2 Structure**

Council shall be comprised of:

- i. all Officers,
- ii. representatives to PGSS Council, as defined in *Section VII.1*.

## **VI.3 Meetings**

The President shall call meetings of Council no less than twice per academic semester (ie, at least 4 times per year).

## **VI.4 Quorum**

Quorum shall be six (6) members of Council, including at least three (3) members of the Executive.

## **VI.5 Admission**

Council meetings are open to all members of the Association.

## **VI.6 Resolutions**

Resolutions proposed to Council shall be numbered in the following fashion: YEAR-CO-NUMBER, where YEAR shall be the financial year as described in *Section IX.4*, CO shall stand for Council and NUMBER shall refer to the chronological order of submission. Resolutions adopted by Council shall be posted on the Associations website.

# **Article VII - Representation**

## **VII.1 Representatives**

The MGAPS Council shall elect representatives to the PGSS Council, the Association of Graduate Students Employed at McGill (AGSEM) Delegate Council, and to any committees and bodies within the Physics Department and/or Faculty of Science on which graduate students are entitled to representation.

## **VII.2 Duration of Term**

Representatives shall be elected at the beginning of the financial year, for a term ending at the end of the financial year.

## **VII.3 Termination of Mandate**

The MGAPS Council shall have the power to force the resignation of a representative for pertinent reasons such as frequent and unexcused absence, poor management or irresponsible behavior. If a vacancy arises during the course of the year, the Executive Officers may nominate another representative from amongst the members in good standing in order to fill the vacancy until the next meeting of Council.

## **VII.4 Duties of the Representatives**

Representatives shall assume the following responsibilities:

- i. to sit and represent their constituency on the committee to which they were elected,
- ii. to consult with the Executive, Council and members in order to define official positions of the Association,
- iii. to report their findings and progress to the Executive and to the MGAPS Council,
- iv. to fulfill all charges assigned to them by the Association.

# **Article VIII - Medical Physics Liaison**

## **VIII.1 Medical Physics Liaison**

The Medical Physics Liaison shall be the position held by the Vice President - External (VP External) of the Medical Physics Student Council (MPSC). In the event that the VP External is unable to hold this role, the MPSC will internally select an alternate member of the MPSC to hold the position. The Medical Physics Liaison shall be enrolled in a Medical Physics program at McGill, though the department of enrolment need not be Physics.

## **VIII.2 Duties to MGAPS**

The Medical Physics Liaison shall report the specific concerns of members working in the field of Medical Physics and promote their interests within the Association. The Medical Physics Liaison shall attend MGAPS Council meetings to facilitate this communication.

## **VIII.3 Duties to MPSC**

The Medical Physics Liaison shall report to the MPSC any updates or changes decided upon by MGAPS that may affect the Medical Physics student body.

## **VIII.4 Limitations**

The Medical Physics Liaison, as an external representative of the MPSC, is not a member of the MGAPS Executive as outlined in article V1 and is not eligible to vote on internal MGAPS matters.

# **Article IX - Finances and Membership Fees**

## **IX.1 Fundraising**

The Association shall conduct fundraising for such programs or activities as it sees fit.



## **IX.2 PGSS Funding**

The Association may seek funding from the PGSS in accordance with the PGSS funding program guidelines.

## **IX.3 Fee Collection**

The Association may request a fee levy from the PGSS in accordance with the PGSS Constitution, Bylaws and Regulations.

## **IX.4 Financial Year**

The financial year of the Association shall be from June 1 to May 31 of the following year, and shall be referred to by the calendar year in which it begins. For example the financial year beginning on June 1, 2004 and ending on May 31, 2005 shall be referred to as the 2004 financial year.

## **IX.5 Banking Affairs**

There shall be a bank account under the Associations name with at least two (2) joint signing Officers. The name and contact information of these two (2) signing Officers shall be forwarded to the PGSS Vice-President (Finance) no later than September 1 after the start of the financial year.

## **IX.6 Budget and Financial Statement**

Both the budget and the final annual financial statement shall be approved annually by the Association at General Assemblies. The approved budget and final annual financial statement of the previous year shall be forwarded to the PGSS Vice-President (Finance) no later than September 1 after the start of the financial year.

## **IX.7 Membership Fees**

Membership fees will be set and levied by the PGSS.

## **IX.8 Borrowing**

During a General Assembly, a two-thirds (2/3) majority of the members present can permit the Executive to adopt a policy to borrow on the credit of the Association an amount to be reimbursed before the end of the Financial Year.

## **IX.9 Auditing**

During a General Assembly, the members can nominate one or more auditors. The books of the Association are subject to examination on demand, at the corporate headquarters, by any member in good standing who makes such a request to the VP Communications.

## **IX.10 Usage of Financial Resources**

The funds of the society shall be used wisely to the benefit of all the members. They shall be shared between several social events, sport teams and/or seminars.

# **Article X - General Assemblies**

## **X.1 Annual General Assemblies**

There shall be three General Assemblies of the membership annually: In January, June and September of each year.

## **X.2 Special General Assembly**

The Executive, or a group of members upon presentation of a petition signed by no less than ten percent (10%) of the membership may call a special General Assembly at an appropriate time and place. An Officer must then convene the assembly providing at least ten (10) days notice. Notice of the assembly must contain the reason for the assembly.

## **X.3 Notice of Meeting**

The Executive shall set the time and place of the General Assemblies, in a manner maximizing attendance. Notice of a General Meeting shall be given by posting announcements on departmental notice boards and by e-mail (when possible) at least ten (10) days before the meeting. Members shall be given the opportunity to submit draft resolutions to be added to the agenda within five (5) days of the notice of meetings. The final agenda, along with any relevant documentation shall be made available to all members three (3) days prior to the meeting.

## **X.4 Quorum**

Quorum for a General Assembly is ten percent (10%) of the members.

## **X.5 Rules of Order**

The Rules of Order for General Assemblies shall be the Rules used by the PGSS Council. The MGAPS Council may modify these rules to better suit the Associations needs and spirit.

## **X.6 Vote**

Only members in good standing have the right to vote. Voting by proxy is prohibited.

## **X.7 Agenda**

### **X.7.a January Annual General Assembly**

The agenda of the General Assembly to be held in January of each year must contain, at least, the following items:

- i. approval of the minutes of the previous General Assembly,
- ii. presentation of resolutions (new or modified) adopted by the MGAPS Council since the previous General Assembly,
- iii. opening of nominations for available Officer and Representative positions.

### **X.7.b June Annual General Assembly**

The agenda for the General Assembly to be held in June of each year must contain, at least, the following items:

- i. approval of the minutes of the previous General Assembly,
- ii. presentation of resolutions (new or modified) adopted by the MGAPS Council since the previous General Assembly,
- iii. opening of nominations for available Officer and Representative positions.

### **X.7.c September Annual General Assembly**

The agenda for the General Assembly to be held in September of each year must contain, at least, the following items:

- i. welcome to new students,
- ii. approval of the minutes of the previous General Assembly,
- iii. presentation of resolutions (new or modified) adopted by the MGAPS Council since the previous General Assembly,
- iv. approval of the final annual financial statement,
- v. transfer of office (inauguration of new executive),
- vi. election of the Officers.

## **X.8 Special General Assemblies**

The agenda for the Special General Assemblies must contain only the followings:

- i. approval of the minutes of the previous General Assembly,
- ii. special urgent matters, reason for the call of the General Assembly.

## **X.9 Resolutions**

Resolutions proposed to General Assemblies shall be numbered in the following fashion: YEAR-GA-NUMBER, where YEAR shall be the financial year as described in *Section IX.4*, GA shall stand for General Assembly and NUMBER shall refer to the chronological order of submission. Resolutions adopted by General Assemblies shall be posted on the Associations website.

# **Article XI - Elections**

## **XI.1 Election of the Officers**

Elections of the Officers shall be held at the September General Assembly.

## **XI.2 Notice of Open Positions**

Notice of open positions shall be given at least ten (10) days in advance of the September General Assembly by means laid out in *Article IX* of the MGAPS constitution.

## **XI.3 Eligibility**

Any member in good standing of the Association may seek election for open positions, provided they acquire the nomination of two (2) members in good standing.

## **XI.4 Voting**

The voting procedure shall be established and overseen by the Chief Returning Officer in accordance with Council. Upon request of any member in good standing, the ballots shall be secret and counted in the presence of at least two non-candidate members.

## **XI.5 Communication of Results**

The list of elected officers for the coming year shall be forwarded to the PGSS Vice-President (Finance) no later than October 1.

## **XI.6 Vacancies**

Vacancies during the course of the year shall be filled through by-elections, to take place at a Special General Assembly. Notice of position, nomination and voting shall take place as stipulated in *Article XI* of the MGAPS constitution.

## **Article XII - Affiliation**

### **XII.1 Affiliation to PGSS**

The Association shall be affiliated with the Post Graduate Students Society of McGill University (PGSS), as outlined in the PGSS Constitution.

### **XII.2 Other Affiliations**

The Association may choose to be affiliated with other bodies as its membership sees fit.

## **Article XIII - Adoption and Amendments**

### **XIII.1 Ratification**

This constitution comes into full effect when adopted by a two-thirds (2/3) majority of a General Assembly. It replaces and nullifies all preceding constitutions.

### **XIII.2 Constitutional Amendments**

All constitutional amendments require a two-thirds (2/3) majority of a General Assembly.

### **XIII.3 Notification of Changes**

Any changes to the Associations Constitution and Bylaws shall be forwarded to the PGSS within one (1) month of their implementation.